

**BY ORDER OF THE COMMANDER
AIR FORCE GLOBAL STRIKE COMMAND**

AIR FORCE INSTRUCTION 24-301



**AIR FORCE GLOBAL STRIKE COMMAND
SUPPLEMENT**

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VEHICLE OPERATIONS

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This publication incorporates Air Force Global Strike Command (AFGSC) supplemental information into AFI 24-301, *Vehicle Operations*, dated 1 November 2008. This supplement clarifies official use, operational procedures, and MAJCOM requirements identified throughout AFI 24-301. In addition, this publication identifies AFGSC-mandated reporting requirements for critical 2T1 training and mobility information. Furthermore, this supplement identifies transportation and handling instructions of classified material and cargo. Finally, this publication formalizes AFGSC requirements for implementing and managing Training Validation and Operations (TVO) training and certification programs. This publication applies to all AFGSC organizations that operate and control Air Force government motor vehicles (GMV), to include Civil Air Patrol when performing Air Force assigned missions and any government contractor specifically authorized to use Air Force government motor vehicles as a condition, clause, or amendment of their contract. This publication does not apply to Air Force Reserve Command and Air National Guard units.

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OVERVIEW

This is a newly established publication and must be completely reviewed. New guidance is provided regarding the TVO program, official use policies, and classified material and cargo transportation and handling. In addition, this directive formalizes mandatory reporting requirements for critical 2T1 training and mobility information. Guidance is provided for misuse reporting, licensing management, and On-line Vehicle Interactive Management System (OLVIMS), Dispatch Module administration.

1.1.1. (Added) Subordinate level units may supplement this volume with prior written approval from HQ AFGSC/A4RE providing additional instructions to meet local needs.

1.6.2. Units will develop a Terminal Transportation Support policy letter outlining the unit's terminal transportation support plan. At a minimum, this policy letter will cite the results of the analysis computations as listed in AFI 24-301, **Table 3.2., Computing Reimbursement and Bus Fares**, and include a statement validating the responsiveness of the chosen method of transportation. Policies will not mandate terminal transportation support based solely on rank, position, or prestige and strictly adhere to the requirements set forth in this instruction and DoD Regulation 4500.36-R, *Management, Acquisition, and Use of Motor Vehicles*.

3.1.3.1. (Added) Operators will not transport open alcohol containers in GMVs.

3.7. (Added) GMVs may be used for off-base medical appointments when referred by the military treatment facility. GMVs will not be used for elective surgery, procedures, or treatments where the member would otherwise not be entitled to government travel.

3.9. (Added) Alert Aircrews, Intercontinental Ballistic Missile (ICBM) Personnel, and Emergency Response Forces: The installation commander may authorize stops at NAF/AAFES facilities for personnel traveling en-route to Missile Alert Facilities (MAF) and Launch Facilities (LF) in order to secure sustenance items. This authorization may also include support personnel (i.e. Facility managers, Food Service Personnel, etc.) traveling to MAFs and LFs.

7.1.4.1. (Added) Vehicle Operators will be trained and certified IAW the most current AFGSC Form 797, *Classified Job Qualification Standard*. The AFGSC2T1JQS-001 will be loaded in the Training Business Area (TBA). Local training plans will be developed to meet the training requirements.

7.1.4.1.1. (Added) Classified Receipt Listing. The VOE will work with the Materiel Management Flight (MMF) to ensure the Classified Receipt Listing identifies only those vehicle operators (2T1s) authorized to receive, handle, and transport classified assets. The MMF will be notified within 24 hours or next duty day when a vehicle operator's clearance eligibility and/or access level is downgraded or changed (i.e. loss of clearance, name change, etc.), as designated by the unit commander or proper authority (e.g., Security Forces Squadron or Unit Security Manager). This does not apply to installations with contracted Documented Cargo support.

7.1.4.1.2. (Added) Vehicle Operations Classified Receipt Listing Certification. The VOE will produce a memorandum listing the names of assigned personnel authorized to receive, handle, and transport classified assets. This listing will include the names of personnel on the MMF Classified Receipt Listing but will also contain the following information:

7.1.4.1.2.1. (Added) A statement certifying all personnel on the list have received annual Information Security training and the date of training for each member listed.

7.1.4.1.2.2. (Added) A statement certifying all personnel have read this supplement and the AFI 24-301-mandated Documented Cargo operating instruction detailing the handling instructions and movement procedures for classified items.

7.1.4.1.2.3. (Added) A statement certifying all personnel on the list have been trained IAW the most current AFGSC2T1JQS-001.

7.1.4.1.3. (Added) Pre-movement procedures. Prior to dispatching an operator to move classified materials/assets, the dispatcher will refer to the Vehicle Operations Classified Receipt Listing and ensure the operator is certified to move classified materials. The dispatcher will follow local dispatching procedures but will also brief the operator regarding classified movement IAW this supplement, the AFGSC2T1JQS-001, and the Documented Cargo operating instruction. The dispatcher will ensure the operator has an updated Classified Receipt Listing prior to dispatching the operator for a classified movement.

7.1.4.1.4. (Added) Movement Procedures. Operators will check all documentation to verify the classification of the asset/material prior to handling the item. The operator will also ensure the paperwork is properly marked IAW the classification of the item. After picking up the item, the operator assumes full responsibility for the security of the classified asset and must maintain 100% positive control. At no time will the operator leave the item unattended or out of sight. The operator will proceed directly to the drop off point for the package.

7.1.4.1.5. (Added) Delivery Procedures. Operators will ensure the item is delivered to the correct organization as identified by the originator. Upon delivery, the operator will use the MMF Classified Receipt Listing to verify the person receiving the package is authorized to sign/receive classified materials.

7.1.4.1.6. (Added) If the receiver is not on the Classified Receipt Listing or the authority to receive classified material cannot be verified, the operator will contact the Vehicle Operations Control Center (VOCC) dispatcher immediately. At no time will the operator leave the package with someone other than the receiver designated by the originator unless instructed to do so by the originator or the VOCC dispatcher. In either case, the new receiver's authority to receive classified will also be verified using the MMF Classified Receipt Listing.

7.1.4.1.7. (Added) Operators will annotate the name, rank, duty phone, and organization/office symbol of the person signing for the classified material and report that information to the dispatcher upon returning to Vehicle Operations.

7.1.4.1.8. (Added) A copy of the paperwork, with the receiver's signature, will be retained for deliveries where paperwork is available (e.g., DD Form 1348-1A, *Issue Release/Receipt Document* or DD Form 1149, *Requisition and Invoice/Shipping Document*).

7.1.4.1.9. (Added) Documented Cargo. When performing Documented Cargo operations, operators will carry the Classified Receipt Listing at all times, regardless of whether or not the Standard Asset Tracking System is used.

7.1.4.1.10. (Added) The Documented Cargo supervisor will coordinate with the MMF to ensure the Classified Receipt Listing is the most current listing available.

7.1.4.1.11. (Added) The AFI 24-301-mandated Documented Cargo operating instruction will reference this supplement. This does not apply to installations with contracted Documented Cargo Support.

8.4.1.2.1. (Added) Members will also present their valid civilian driver's license and Geneva Convention ID card or Common Access Card (CAC) for Operator Records and Licensing authentication.

8.4.1.5.1. (Added) All licenses (new, updated, duplicate, etc.) issued from 10 Nov 08 forward will have an expiration date that matches the civilian license. Where a valid state exemption exists, the expiration date will match Geneva Convention ID card or CAC expiration date.

8.4.1.7.1.2. (Added) Occupational Safety and Health Administration recertification will be annotated in the operator's training record or in the TBA, when available.

8.7.2.1.1.2. (Added) The VCO will verify the civilian qualifications on the Commercial Driver's License match the respective Air Force management code.

8.17.1.4.1. (Added) The TVO section will certify installation operators on vehicles listed in **Attachment 10 (Added)**, *TVO Management Codes*, of this supplement. The TVO section will adhere to the following requirements:

8.17.1.4.1.1. (Added) Develop and administer written and over-the-road evaluations in three categories: bus, tractor-trailer, and general cargo. Each category will be certified separately with different written and road tests. Written tests will be developed from approved lesson plans or CDL study material. State CDL books should be used to the maximum extent possible to aid in study material, program standardization, and ensure only highly qualified operators are certified.

8.17.1.4.1.2. (Added) Tests will consist of a minimum of 25 questions, with a passing score of 70%. Over-the-road tests will be documented on a general purpose checklist, with key steps identified (turns, backing, coupling, speeds, proper inspection, etc.). A point value will be assigned to each key point, with a minimum required score of 70%. The checklist should correlate with the plan of instruction (POI) and validate technical proficiency and competency. The road test will consist of proper inspection, coupling, movement within the confines of a training area (obstacle course), and over-the-road operations on-base and in the local community. Test routes should be designed so the trainee is fully tested on all aspects of the vehicle.

8.17.2.3. (Added) Once a trainee has successfully tested on a category of vehicles, additional vehicles of that type can be added to the license without testing again after being trained by the unit trainer. For example, the bus test is good for all size buses; the tractor/trailer test is good for all combinations, etc. Normal licensing procedures found elsewhere in this chapter will be followed.

8.17.2.4. (Added) For personnel changing stations, certification will be transferable through the OLVIMS from their previous base. If not, the individual must be tested and certified. All personnel currently qualified to operate identified vehicles will not be required to test. However, if additional vehicles in any given category are added and the test has never been administered, testing and certification is required.

8.18.2. (Added) Rollover Risk Vehicles. Units will ensure lesson plans/POIs for vehicles with a gross vehicle weight of 20,000 lbs or greater include a “rollover risk” warning label. Rollover risk lesson plans may be included in each vehicle’s lesson plan or as a separate lesson plan. In either case the lesson plan will address at a minimum:

8.18.2.1. (Added) Safety.

8.18.2.2. (Added) Speed limits.

8.18.2.3. (Added) High gross weight/high center of balance “at-risk” vehicles at highway speeds.

8.18.2.4. (Added) Handling and braking characteristics associated with increased operating speeds.

8.18.2.5. (Added) Weather, road, traffic, and cargo conditions.

8.18.2.6. (Added) Written exams must address the increased risk of rollover associated with larger vehicles with a gross vehicle weight of 20,000 lbs or greater. This includes vehicles that must be certified through the TVO program. The vehicles listed in **Attachment 11 (Added)**, *Vehicles Excluded from the Rollover Risk Program*, are excluded from the rollover risk program.

8.19.4.1. (Added) Task Qualification Training will be documented on the AF Form 483, *Certificate of Competency*, when recertification is required.

13.4.3.1. (Added) Forms adopted by this publication. AF Form 797, AF Form 847, DD Form 1149, DD Form 1348-1A, AF Form 483.

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 33-363, *Management of Records*, 1 March 2008

Abbreviations and Acronyms

FAM—Functional Area Manager

JQS—Job Qualification Standard

VOCC—Vehicle Operations Control Center

VOE—Vehicle Operations Element

Attachment 10 (Added)
TRAINING VALIDATION AND OPERATIONS (TVO) MANAGEMENT CODES

A10.1. The following management codes require TVO certification:

MANAGEMENT CODE	NOMENCLATURE	CATEGORY
B118	BUS SURREY 23PAX GED	BUS
B121	BUS SCH 25-29 PAX 4X2 DE	BUS
B130	BUS SCH 42 & 45 PAX 4X2 DE	BUS
B139	BUS INTCY 4X2 41-51 PAX (COACH)	BUS
B184	BUS MTR 16PAX 4X2 DED	BUS
B233	TRK CGO 4X2 17M & 20999G G	GENERAL CARGO
B239	TRK CGO 4X4 17M & 20999G G	GENERAL CARGO
B255	TRK CGO 4X2 4D 17-20999G	GENERAL CARGO
B361	TRK TRAC 6X4 24M & 44500G	T/T
B363	TRK TRAC 6X4 44501G/O	T/T
B364	TRK TRAC 6X4 MLOX 64-72K	T/T
B375	TRK TRAC 6X6 44501G / O	T/T
B390	TRK TRAC SPTR 4X2 32MG G	T/T
B401	STLR LB TLT DK 22T	T/T
B407	STLR LB 20T 25 FT	T/T
B409	STLR LB 20T 40 FT	T/T
B410	STLR 25T 45FT	T/T
B411	STLR LB 25T	T/T
B415	STLR LB 35T	T/T
B417	STLR LB 60 TON	T/T
B418	STLR LB 50T 6W	T/T
B420	STLR STK 12 & 20T	T/T
B421	STLR FB	T/T
B423	STLR VAN 30FT, 12 TON	T/T
B426	STLR M747 TK TRNSPTR	T/T
C198	TRK SH V 4X2 19000G/OV	GENERAL CARGO
C200	TRK SH V 4X4 19000G/OV	GENERAL CARGO
C203	TRK-V 16000-24000 GVW 4X	GENERAL CARGO
C209	TRK VAN 4X2 25,500 GVW	GENERAL CARGO
C211	TRK V REFRGR 4X2 19000G	GENERAL CARGO
E975	STLR 20T 40FT W-CNVR KIT	T/T
K248	TRK CGO 6X6 21M & 23999G D	GENERAL CARGO
K251	TRK CGO 6X6 24M & 44500G D	GENERAL CARGO
K363	TRK TRAC 6X4 44501G/O	T/T
K365	TRK, TRACTOR (XM1070)	T/T
K371	TRK TRAC 6X6 24M & 44500G	T/T

Attachment 11 (Added)
VEHICLES EXCLUDED FROM THE ROLLOVER RISK PROGRAM

A11.1. The following vehicles are excluded from the Rollover Risk program:

Management Codes			
D503	E846	D651	D767
D511	E851	D652	D768
D515	E935	D653	D771
D517	E936	D654	D772
D521	E940	D655	D777
D560	E945	D656	D793
D569	E956	D669	D999
D570	E958	D670	E819
D572	E959	D676	E820
D626	E970	D680	E824
D631	E972	D681	E826
D632	E979	D752	E828
D633	E999	D753	E829
D640	L350	D762	
D645	L351	D765	

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